SHELTON STATE

Junior College Division

Catalog - Handbook

1979-80

excellence

opportunity

flexibility

understanding

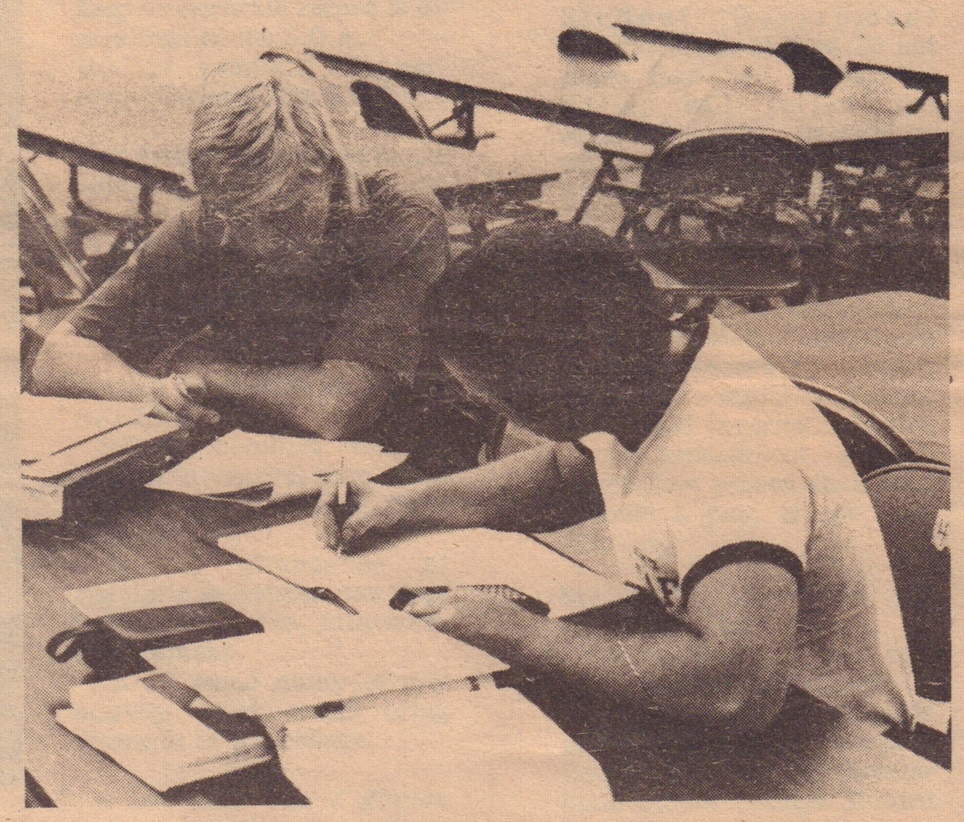
What Kind Of Student Attends Shelton State?

Well, what kind of people live in the Tuscaloosa-West Alabama area? All types. THERE IS A PLACE FOR EVERYBODY at Shelton. The student fresh out of high school is enrolled here. We also have students who went to work straight out of high school and who are now at Shelton for knowledge and skills to get better jobs and higher salaries. Some of Tuscaloosa's finest students are here. We also have students who were never considered "college material" but who are doing fine on the second chance provided by Shelton's programs.

THE COLLEGE trys to see that each student's educational program is tailored to his needs, abilities, and ambitions. Each student is offered good, competent counseling, and our counselors concentrate on being a source of help, not on forcing you into some program or course.

At Shelton State, our MAIN BUSINESS is helping students LEARN. Learning is a personal thing at Shelton. Our teachers have left "the ivory tower;" Their doors are open. Instructors are available and accessible; they are willing and eager to help. They believe that students are the only reason they are here--not the other way around. We think that our instructors are the cream of the crop. They have an important job to do; so we hired the finest.

Shelton State is committed to providing every person in Tuscaloosa and West Alabama with a quality educational experience. We are here for one reason--to serve our students and in so doing serve our community.



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welcome

We at Shelton State hope that this catalog will provide you with the information that you need as a prospective student or as one of the students continuing your career education at this college. We also hope that the catalog will project some of the stimulating and challenging educational experiences that this college offers for those who choose to enroll here. No mere catalog, however, can ever give you the real feeling of being a part of our exciting educational community. We suggest that you see for yourself by joining us.

If we have not included all of the information you need in making decisions about your educational plans or your future, we welcome questions and suggestions. Our purpose is to fully serve the educational needs of the Tuscaloosa and West Alabama community, and we can do this more effectively if we hear from you. Thank you.

Leo Sumner
President

The College is an equal opportunity employer. No person shall, on the basis of race, color, national origin, handicap, or sex, be subjected to discrimination under any program or activity of Shelton State Community College.

It is also the policy of Shelton State Community College to comply with the Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The coordinator of Title IX of the college is Mr. Humphrey Lee, Director of Student Services. Mr. Lee is also coordinator of Title VI, Section 504, regarding the physically handicapped. Any person who believes himself, or any specific class of individuals to be subjected to discrimination prohibited by Title VI, Section 504, or Title IX of the Act and Regulations issued thereunder may, by himself or a representative, file with the United States Commission of Education or with this institution, or both, a written complaint.

purpose

PHILOSOPHY AND PURPOSE

In accordance with the policies and procedures of the Alabama State Board of Education, Shelton State Community College offers higher education to the Tuscaloosa and West Alabama Community. The college recognizes a responsibility to offer services and programs that meet educational needs and aspirations of those in our service area.

Students may seek the postsecondary education required for employment in a particular occupation; they may seek the postsecondary education which leads to a college degree; they may seek postsecondary education only to enrich and improve their personal and cultural lives. To enable individuals to achieve these educational goals, Shelton State offers academic, occupational, and technical programs. Shelton State also offers continuing education courses for those who wish to learn simply for self-enrichment and self-improvement.

The college believes that education can make a difference in the lives of all persons of all ages and backgrounds and subscribes to the concept that every individual should have the educational opportunity to attain and testify to his own personal worth and dignity through the discovery and development of his talents and capabilities. We recognize that each individual has capabilities different from those of other individuals, is motivated by different stimuli, and learns at different rates. Our desire is to help him develop his potential for becoming a productive citizen in modern society.

Shelton State offers academic, career, and personal counseling for all its students. We believe it is incumbent upon us to be concerned for the well-being and success of the entire individual. We strive to develop a sense of social responsibility in each student which will inspire respect for other people. Shelton State Community College seeks to lead its students to attitudes, understandings, and skills essential to their assumption of civic and community responsibilities. The college itself endeavors to be an integral part of the community it serves and to make a significant and positive difference in the quality of life in that community.

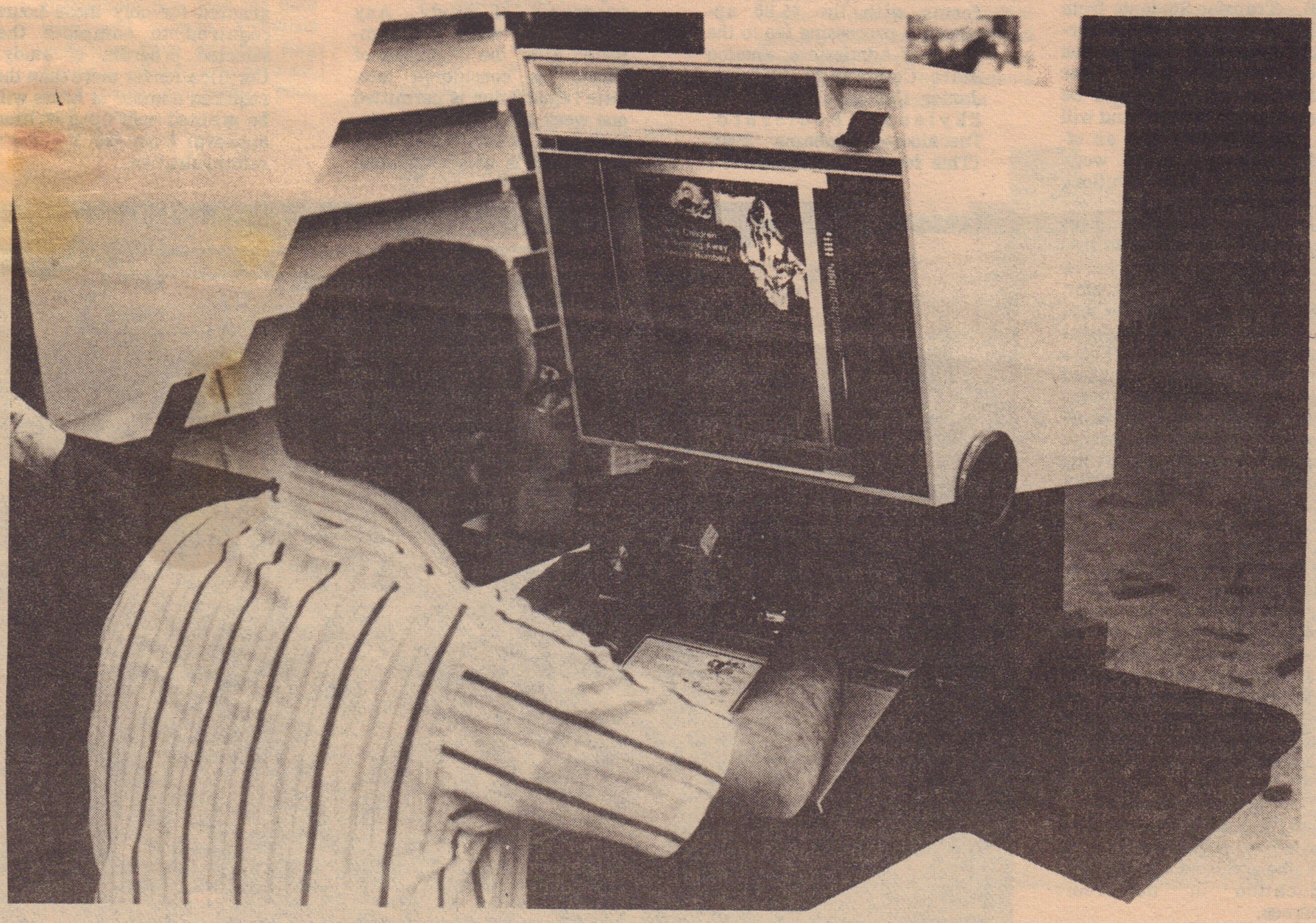
HISTORY OF THE JUNIOR COLLEGE DIVISION, SHELTON STATE COMMUNITY COLLEGE

The Junior College Division, Shelton State, is a part of the state system of colleges authorized by the Alabama Legislature under Act No. 93, cited as the Alabama Trade School and Junior College Authority Act, approved May 3, 1963. Act No. 94, approved May, 1963, vested in the State Board of Education the authority and responsibility for the operation and maintenance of the junior colleges.

Shelton State Community College was established by resolution of the Alabama State Board of Education on January 1, 1979. The resolution combined two existing institutions: Shelton State Technical College and the Tuscaloosa Campus of Brewer State Junior College.

Prior to the merger, the Junior College Division has been in operation in Tuscaloosa since the Fall of 1972 as a branch of Brewer State Junior College in Fayette, Alabama. The Technical Division had been in operation since 1952 as Shelton State Technical College.

Mr. Leo Sumner, President of the Shelton State Technical College became President of the Community College. Mr. Arthur Howington was appointed Dean of Instruction for the Junior College Division.



admissions

ADMISSION AND REGISTRATION

I. ADMISSION REQUIREMENTS

A. Freshmen Who Have Never Attended College

1. Graduates of regionally and-or state accredited high schools are academically eligible for admission.

2. Graduates of non-accredited high schools may be admitted provided they present official certificates which indicate successful completion of four-year courses of study on the secondary level and based on at least 20 Carnegie units.

3. Applicants who cannot comply with either No. 1 or No. 2 above may submit a Certificate of High School Equivalency issued by Alabama or other State Department of Education.

4. An applicant who does not have a high school diploma or the equivalency certification may be admitted if he has earned one less than the corresponding equivalent credits for high school graduation that are required by the Alabama State Board of Education through its accrediting standards. The number of credits required for graduation at the close of the school year in which the student last attended shall be the number considered in carrying out this policy.

B. Transfer Students from Other Colleges and Universities. Any applicant who has previously attended another college or university will be considered a transfer and will be required to furnish an official transcript of all work attempted at all institutions previously attended.

1. Only those courses completed at other institutions with a grade of "C" or better will be accepted for transfer.

2. Transfer students whose cumulative grade point average is less than 2.00 on a 4.00 scale will be admitted only on academic probation and will be subject to the same probation and suspension regulations as returning students at this State Junior College.

3. Any applicant who is on academic probation from another post-secondary institution may be considered for admission to the Junior College upon appeal to the Academic Affairs Committee.

4. Any transfer student who fails to declare previous college attendence may be subjected to immediate suspension.

C. Special Students

Any applicants not meeting the above requirements may only be admitted to continuing education or non-credit courses.

II. PROCEDURE FOR MAKING APPLICATION FOR ADMISSION

A. Programs for Credit (Day or Evening, Full Time, Part Time, and Transfer Students)

1. Complete the Application for Admission.

a. All blanks must be completed--front and back.

b. A $5.00 application processing fee must accompany the Application for Admission. (This is non-refundable)

2. Request that the high school from which you graduated mail a transcript of your scholastic record directly to the Office of Admissions, Shelton State Community College, Junior College Division, 202 Skyland Boulevard, Tuscaloosa, Alabama, 35405. (If you are now in high school, you may be tentatively admitted by having a transcript of all work completed sent to Shelton State.)

3. TRANSFER STUDENTS must request that official transcripts from each college previously attended be mailed to Shelton State. Transcripts are accepted from institutions only, not from students.

B. Audit Programs (Day or Evening)

1. Complete the Application for Admission

2. Return the completed forms with the $5.00 application processing fee to the Office of Admissions, Shelton State Community College, Junior College Division, 202 Skyland Boulevard, Tuscaloosa, Alabama 35405 (This fee is non-refundable.)

C. Readmission

1. An applicant previously admitted for a specific quarter who did not enroll will be required to complete a new application form.

2. Former students, previously enrolled at this Junior College, who have not been in attendance for one or more quarters, summer school excluded, will be required to complete readmission application forms. If these students have attended college elsewhere during this period, official transcripts are to be mailed to the Office of Admission.)

D. Time of Admission

Students may enter at the beginning of the fall, winter, spring or summer quarter. Students are urged to make applications in advance of the times they wish to enroll. It is recommended that high school seniors planning to enter the fall quarter submit their applications between February 1 and May 30. However, applications may be accepted before and after these dates. Applications should be received not later than 10 days prior to the registration date of the quarter for which the student plans to register.

III. PRE-REGISTRATION ORIENTATION AND TESTING

All full-time students entering college for the first time are urged to participate in pre-registration orientation and testing. Results of this orientation and testing provide the basis for recommended courses. Every new applicant is informed of scheduled pre-registration orientation and testing dates.

IV. REGISTRATION

The regular registration for each quarter is indicated in the college calendar. Instructions will be sent to new students at the time they are accepted. If they desire, new students may meet with a counselor prior to registration to plan appropriate programs of study. Any registration which is completed after the beginning of classes is considered late. Late registration is permitted one week after classes begin, with a $10.00 late registration fee, which is non-refundable.

VETERANS AFFAIRS

Shelton State Community College subscribes to the belief that you, the veteran, are entitled to all benefits accrued you through service to our country; however, the College holds firmly to the principle that you must fulfill all regulations imposed as conditions to those benefits. The following information provides the requirements which you must meet while a student at this college. For additional information or assistance, the staff of the Office of Veterans Affairs on campus is available to you.

REQUIRED DOCUMENTATION OF VETERANS

Information is required by the Veterans Administration and this college is as follows:

1. DD 214 (separation papers).

2 Transcripts from all institutions previously attended TRANSCRIPTS ARE NOT ACCEPTED FROM STUDENTS--ONLY FROM INSTITUTIONS.

3. File number.

4. Copies of divorce papers from any previous marriage by either the veteran or spouse.

5. A copy of the marriage certification for current marriage.

6. Copies of birth certificates of all children.

7. A Statement of Dependency, Form 21-509; if parents are claimed as dependents.

CERTIFICATION OF VETERANS

The following criteria will be used for certifying veterans or eligible persons:

1. Certification will be granted for only those courses which are applicable to the declared program of study (major). Any deviation must be approved in writing by the Dean of Instruction.

2. Certification will be granted for only those hours required to complete the selected program of study. Certification for more than the required number of hours will be granted only upon written approval from the Veteran's Administration.

3. Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his objective.

4. Certification will not be granted for audit courses, or community services courses (CE).

5. The veteran must be recertified for educational benefits when he reenters college after an interruption of his educational program.

6. The veteran who has received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Shelton State Community College.

7. Payments for benefits will be based upon the following schedule:

a. Full-time payment ...12 credit hours or more

b. Three-fourths payment...9-11 credit hours

c. One-half payment...6-9 credit hours

d. Reimbursement for tuition and fees...5 or fewer hours

8. Should a veteran register for a course not in his program of study and not approved by the Dean of Instruction, his benefits may be reduced at any time during the quarter.

This action may occur without notification to the student.

CLASS ATTENDANCE OF VETERANS

All students attending Shelton State Community College are required to attend classes. For the veteran, failure to attend class may result in a reduction or elimination of benefits. Any irregularity in class attendance must be approved by the instructor and Dean as to whether absences are excused or unexcused. Should the veteran accumulate unexcused excessive absences (see page), the reduction of benefits to the veteran will be made effective the last date of attendance in class.

CLASS ATTENDANCE IS MANDATORY

SATISFACTORY PROGRESS OF VETERANS

Shelton State Community College will certify only those veterans who are making "satisfactory progress" toward the completion of the selected program of study.

A student will be making satisfactory progress when he is attending class regularly making full effort to complete the course requirements, and maintaining a minimum grade point average as required by the VA State Approving Agency. A student receiving Veterans Administration benefits is considered as making satisfactory progress if he or she maintains the following:

Progress toward completion of a program of education will be considered unsatisfactory if a veteran or eligible person is not progressing at a rate that will allow the student to graduate within that approved length of the program, based on the training time certified to the VA.

This means that a veteran or eligible person must be reported to the VA as unsatisfactory progress when he or she accumulates unsatisfactory punitive grades in the equivalent or more credit hours than the minimum full-time load for VA purposes. This would be grade of "F" in 12 credit hours. If the required progress is not attained, the veteran will be certified to VA as making unsatisfactory progress and will be placed on academic suspension and subject to VA counseling and approval before he is readmitted to the VA Educational Assistance Program.

WITHDRAWAL FROM CLASS BY VETERANS

Veterans may adjust schedules only during the late registration period without penalty. A veteran who withdraws after this period without demonstrating extenuating circumstances will suffer loss payments under VA educational assistance.

ACCELERATED HIGH SCHOOL PROGRAM

Shelton State Community College offers an accelerated high school program for high school juniors and seniors each summer. A student must complete the tenth grade, must have a "B" average in his high school work, and must have a written recommendation from his school principal or Superintendent in order to be admissable to the program. Such students may enroll in college courses in the summer between the tenth and eleventh grade and between the eleventh and twelfth grades. Only courses for which the high school prerequisite has been completed may be taken.

The student will receive college credit under this accelerated program up to a maximum of ten quarter hours per summer.

A student who is enrolled as a high school senior and who plans to graduate at the conclusion of that academic year may, upon recommendation by the staff of the high school, enroll for a maximum of 5 quarter hours of credit per quarter during his senior year. This earned credit may not be substituted for high school credit.

DEVELOPMENTAL EDUCATION COURSES

Students placed in developmental education courses are strongly encouraged to pursue the courses if they are available. Such courses are graded with "S" (satisfactory) or "U" (unsatisfactory).

Developmental education courses include EH 099, Basic Developmental English; MH 099, Basic Developmental Math; EH 097, Developmental Reading.

SPECIAL SERVICES COURSES

Students placed in Special Services courses are strongly encouraged to pursue the courses if they are available. Such courses are graded with "S" (satisfactory) or "U" (unsatisfactory).

Special Services courses include PY 098, Career Exploration; and PY 099, Study Skills.

fees

The following fees are required for Citizens of the United States:

1. Number of Hours	Total Fees
10 Hours and above	$80.00
9 Hours	$72.00
8 Hours	$64.00
7 Hours	$56.00
6 Hours	$48.00
5 Hours	$40.00
4 Hours	$32.00
3 Hours	$24.00
2 Hours	$16.00
1 Hour	$ 8.00

2. Late registration fee (incurred if registration is not completed on designated date).
3. $5.00 non-refundable, application fee.
4. A fee of $10.00 will be charged for each returned check.
5. A diploma fee equal to the actual cost of the diploma will be charged.
6. The first transcript is free. A fee $1.00 will be charged for each thereafter.
7. A $1.00 add-drop fee
8. A $1.00 I.D. card fee
9. A $1.00 parking decal fee

The pronoun he (also him and his), as used in this Bulletin-Handbook, refers to either a male or female, in accordance with the second definition of the word he in the American Heritage Dictionary.

REFUND OF FEES

A student who officially withdraws from the college before completing the term may claim a partial refund of general fees under certain conditions. If such withdrawal is made after registration but before any classes begin, the student may claim full fees, with the exception of the application fee if paid.

The refund schedule for an accelerated term will be prorated on the number of class days attended. The student may not claim refund of any fees after the end of the third week of classes. During the first three weeks of classes, the following prorated percentage of general fees will be refunded:

Withdrawal during first week —
75 percent of fees refunded
Withdrawal during second week —
50 percent of fees refunded
Withdrawal during third week —
25 percent of fees refunded
Withdrawal after close of third week —
No fees refunded

It is the student's responsibility to withdraw officially and fee refunds are computed according to the date the student actually appears at the college and completes the withdrawal process and not according to his last date of attendance.

academics

ACADEMIC AFFAIRS
Grading Systems

Letter grades are assigned for all courses for which students have registered as follows:

U--Unsatisfactory
S--Satisfactory
W--Withdrawal
I--Incomplete

A--Excellent	(90-100)
B--Good	(80-89)
C--Average	(70-79)
D--Poor	(60-69)
F--Failure	(Below 60)

Grades are distributed by mail at the end of each quarter. Satisfactory grades are "A", "B", and "C". Many senior colleges and universities will not accept a "D" offered for transfer.

A grade of "W" is assigned to a student who officially withdraws from the college or from a course.

With permission of the dean of the campus, a grade of "I" may be assigned when a student's work in a course is incomplete because of circumstances beyond his control, but is otherwise of passing quality. Unless the deficiency is made up within the following quarter, the mark "I" automatically becomes "F" (See incomplete policy.)

QUALITY POINTS

To obtain a numerical measure of the quality of a student's work, quality points are assigned to grades as indicated below:

A--4 quality points per hour
B--3 quality points per hour
C--2 quality points per hour
D--1 quality point per hour
F--0 quality points per hour

The quality point average of a student is determined by multiplying the number of quality points for each grade received by the number of quarter hours for that course; then the total number of quality points is divided by the number of quarter hours attempted, excluding courses with "W" grades.

ACADEMIC PROBATION AND SUSPENSION

Any student who does not achieve a grade point average of 1.50 (D+) will be placed on academic probation.

A student on probation should take a reduced load.

Any probation student who fails to make a 1.50 (D+) grade point average on credit hours attempted during the first quarter of work taken after being placed on probation will be suspended for one quarter.

If a student re-enrolls after suspension, he will be on probation.

A student is removed from probation when he achieves a cumulative grade point average of 1.50.

A second suspension will result at the end of the quarter on probation if a 1.50 (D+) is not achieved. The second academic suspension will be of 12 months duration.

A student may be considered for re-admission after the second suspension only upon appeal to the College Admissions Committee.

The part-time student is subject to the regular probation and suspension policy.

Any full-time student who fails to pass at least five quarter hour's work in any one quarter may be suspended for one quarter.

CLASS SCHEDULE CHANGE

Adding Classes

Addition of classes is permitted only during the first week of classes following registration. Students who wish to add classes do the following:

1. Obtain the proper forms from the admissions office.
2. Complete these forms and return them to the business office.

Dropping Classes

A student may withdraw from a course prior to the end of the fifth week of a quarter without penalty. The grade of "W" will appear on the permanent record.

A student who withdraws from any given course after the fifth week of classes will receive a grade of "W" or "F" on his permanent record, depending on class standing at the time of withdrawal. Students dropping courses should do the following:

1. Obtain the proper forms from the admissions office.
2. Complete the forms and return them to the business office along with the $1.00 drop fee.

Incompletes

With the permission of the Dean of Instruction, an instructor may assign an "I" (Incomplete) to a student who has not completed the required work for a course.

The student assumes the responsibility for making the necessary arrangements with the Dean of Instruction for the removal of an "I". The "I" automatically becomes an "F" if it is not removed during the following quarter.

AUDIT

Students may apply to audit one or more courses without credit. The same registration procedure is followed as for courses carrying credit and the same fee is charged as for courses bearing credit.

Students who have registered for audit courses may change to credit only during the first week of classes. Students who desire to change from credit to audit must do so before the end of the first week of classes.

The requirements for admission are stated under Admission Requirements. Students enrolled in audit courses are expected to attend classes regularly. If it becomes necessary for them to withdraw from college, they should follow the same withdrawal procedures as a regular student.

DEAN'S LIST

The Dean's List is compiled at the close of each quarter. To qualify for the Dean's List, a student must be taking a minimum of twelve hours and achieve a quality point ratio of 3.5 or higher in courses attempted during the quarter.

MAXIMUM AND MINIMUM COURSE LOAD

The maximum course load for a first quarter freshman is 18 quarter hours, except by special permission. The maximum load for a student who has a minimum average of "B" during the preceding quarter is 21 quarter hours. The minimum load for a regular full-time student is 12 quarter hours. The average student earns 48 quarter hours in 3 quarters.

GRADE REPORTS

Grade reports are issued at the close of each quarter. The individual reports are mailed to a student's mailing address.

PREREQUISITES

A student who fails the first course of a sequence cannot take the succeeding courses before he has made up the failure. Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisites is obtained from the instructor of the course and the Dean of Instruction.

FINAL EXAMINATIONS

Final examinations are held in all subjects at the close of each quarter. A final examination schedule is issued each quarter by the Dean of Instruction.

CLASS ATTENDANCE

Students are expected, so far as they are able, TO ATTEND ALL CLASSES for which they are registered. All courses will be conducted so that attendance is necessary for success in them.

If a student is absent more than twice the number of class meetings per week in any class, the student will be assigned a grade of "F" and will not be allowed to return to class that quarter. No written notice will be given after the student has been excessively absent. If a student is unable to attend a class regularly, regardless of the reason or circumstance, he should withdraw from that class to avoid an "F". The student must withdraw before the "F" assignment. The "F" is permanent unless the Dean of Instruction determines extenuating circumstances were present.

Students must attend class on time. After a student has been late to class one time, each additional time that a student is late to class will be counted as one-half of a class absence.

CLASSIFICATION OF STUDENTS

Students who have earned 45 quarter hours or less are classified as freshmen. Those who have earned 46 hours or more are classified as sophomores.

Students who enroll for less than 12 hours are classified as part-time students. Part-time students' programs of study should conform to the general curricular requirements for all students.

Students who are registered for 12 hours or more are classified as full-time students by the college.

THE EXTENDED DAY OR EVENING PROGRAM

Shelton State Community College provides an educational program for persons who are unable to attend college during the day. The extended-day program is multipurpose in function. It is designed to offer courses to meet the needs of persons who wish to take two-years of a four-year college program and those who wish to take two years of college work in some area and terminate their education at this point. It is designed to meet the needs of persons who wish to increase their proficiencies and broaden their educational and cultural backgrounds.

In effect, the program is an extension of the day program. The evening courses and faculty are substantially the same as those of the day college. Most of the classes meet twice a week, but the sessions are designed to give the student exactly as much time for classroom instruction as those enrolled in the regular day program.

As the total program of the College expands, the program of the evening courses will expand. The College will offer courses in the evening program determined by student and community needs.

The policies for admission, registration, graduation, and course requirements are the same for the evening student as the regulations for the day student. A separate schedule describing the program is offered each quarter.

INSTITUTIONAL CREDIT COLLEGE-LEVEL COURSES

From time to time Shelton State Community College will provide various level course offerings with institutional credit which may or may not transfer to a senior college or university. The courses will receive institutional credit and will be aimed toward intellectual and cultural development.

CONTINUING EDUCATION COURSES

The institution awards C.E.U. credit for continuing education courses as defined by the Southern Association of Colleges and Schools. That is, one C.E.U. is defined as 10 hours of participation in an organized continuing education experience under capable and qualified instructors. The selection of Continuing Education courses is based on interests and needs of the area served by the college. Such courses will vary from quarter to quarter.

SUMMER QUARTER COURSES

Courses for which there is sufficient demand will be offered during summer quarters. In general, courses are selected which will be of most benefit to students already enrolled in college but some courses are of value to recent high school graduates and the offerings will enable students to start on schedule as college freshmen. A listing of courses offered in the summer is available in the spring.

CERTIFICATES AND DEGREES OFFERED

Shelton State Community College awards the Associate in Arts, the Associate in Science, the Associate in Applied Science Degree, and Certificates.

a. The Associate in Arts Degree and the Associate in Science Degree are awarded to students who satisfy the requirements of specific University Parrallel Programs. These degrees are designed for those students who plan to transfer to four-year institutions and pursue programs of study requiring specialization on freshman and sophomore levels.

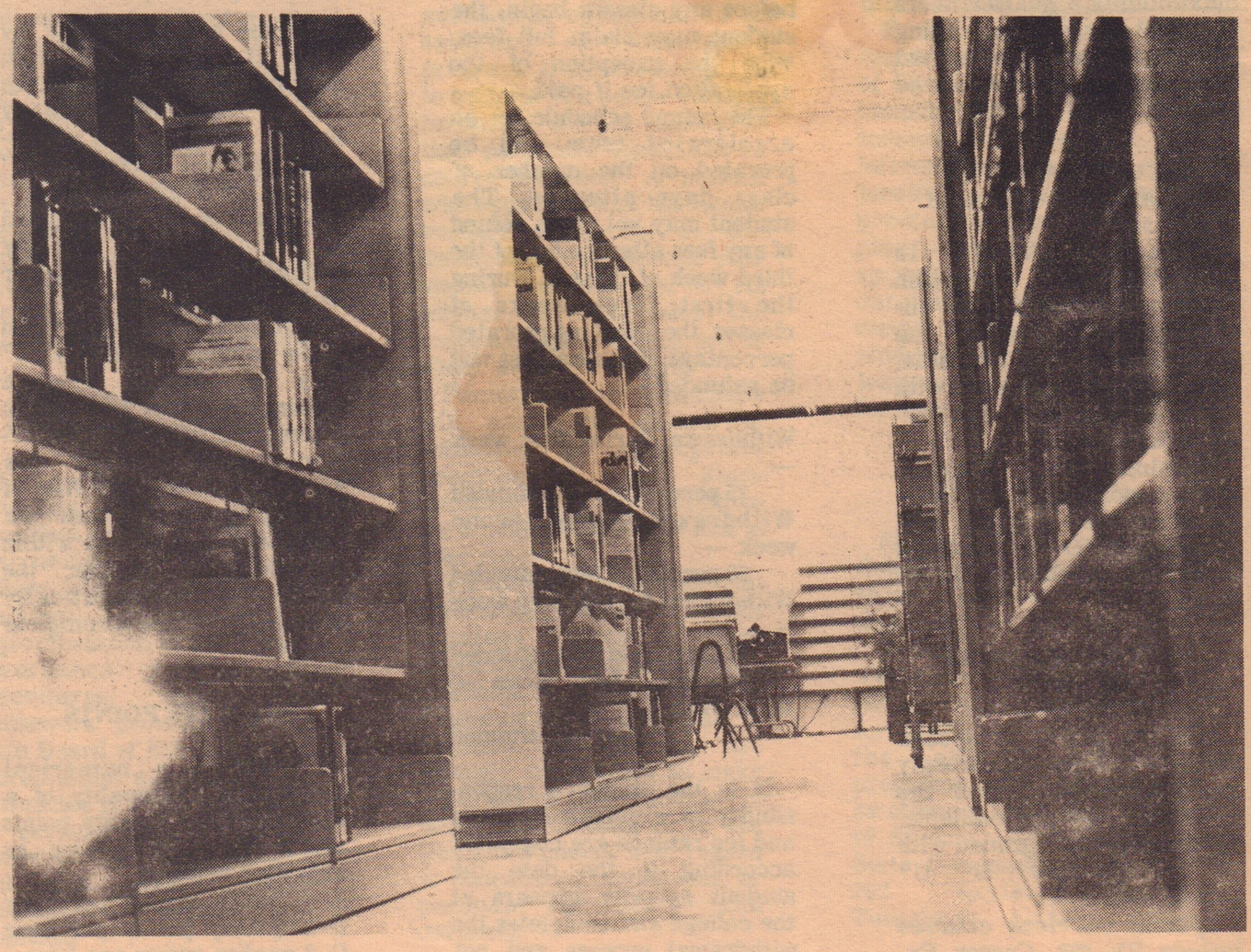
b. The Associate in Applied Science Degree is awarded for certain programs offered by the college.

DEGREE REQUIREMENTS

Associate in Arts Degree

*General Education	Quarter Hours
English Composition	10
Literature	10
History	10
Social Science	10
Science-Mathematics	20
Fine Arts	6
Health & Physical Education	3
Electives	27
TOTAL	96

*In addition to the General Education program, the student must complete the appropriate University Parrallel Program.



degree

Associate in Science Degree

*General Education	Quarter Hours
English Composition	Quarter Hours
English Composition	10
Literature	5
History-Social Science	10
Science-Mathematics	15
Health & Physical Education	3
Credits for Field of Concentration or Related Fields	53
TOTAL	96

*In addition to the General Education Program, the student must complete a specific University Parallel Program.

Associate in Applied Science Degree

This degree is awarded to a student who successfully completes the requirements for a specific program as outlined in the junior college catalog.

REQUIREMENTS FOR GRADUATION

1. Complete not less than 96 quarter hours of college credit work in planned program of study.
2. Earn at least a 2.0 (C) grade-point average in the courses taken for graduation. In the transfer program, the student should have a 2.0 (C) grade in each course taken for transfer credit.
3. Complete at least 24 quarter hours at this State Junior College and be in attendance during the quarter in which the degree is earned.
4. Submit application for graduation to the Dean at least one quarter prior to graduation.
5. Fulfill all financial and-or other obligations to the college prior to graduation.
6. Remove all admission conditions.

SHELTON STATE COMMUNITY COLLEGE

Associate in Applied Science Degree will be offered in the following programs:

Automotive Mechanics
Business Education
Cosmetology
Diesel and Equipment Mechanics
Electronic and Data Processing Technology
Electronic Technology
Industrial Electricity
Machinist Trades
Mechanical Drafting Technology
Numerical Control Technology
Refrigeration and Air Conditioning Mechanics
Welding Technology
Woodworking

SHELTON TECHNICAL DIVISION

Shelton Junior College Division will award 56 quarter hours credit for programs completed at Shelton Tech. The complete program is shown in the Technical Institute Bulletin.

SHELTON JUNIOR COLLEGE DIVISION

English 101-102	10 Qr. Hrs.
Mathematics or Science	15 Qr. Hrs.
History or Social Science	15 Qr. Hrs.
	40 Qr. Hrs.

requirements

PROGRAMS OF STUDY
UNIVERSITY PARALLEL PROGRAMS

Transfer programs, leading to the Associate Degree, are offered in the following areas:

Biological Sciences
Business Administration
Education (Elementary)
Education (Secondary)
Health, Physical Education and Recreation
Home Economics
Pre-Law
Liberal Arts or General
Management and Supervision
Mathematics
Medical Technology
Mental Health Technology
Pre-Nursing
Pre-Professional Science
  Dentistry
  Medicine
  Pharmacy
  Veterinary
Secretarial Science

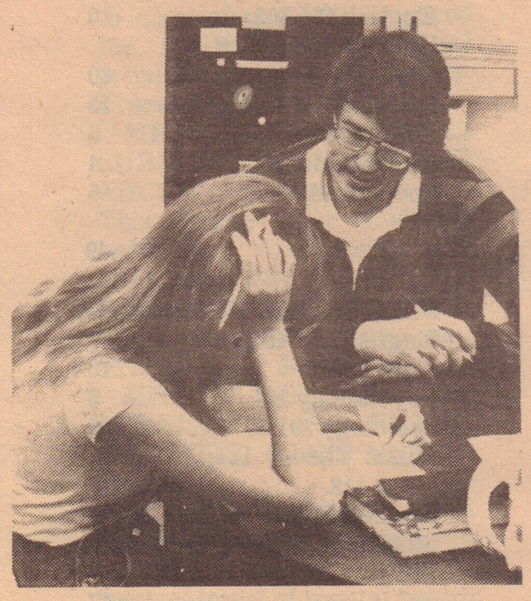
Senior colleges vary the nature and number of pre-professional requirements which must be taken, in addition to General Education, during the freshman and sophomore years. Students who have determined which profession or occupation they plan to enter should study the list of courses prescribed under the proper pre-professional program.

IT IS THE RESPONSIBILITY OF THE STUDENT TO BECOME FAMILIAR WITH THE REQUIREMENTS OF THE SENIOR INSTITUTION TO WHICH HE MAY TRANSFER. Because of changing professional requirements at various senior institutions, students find it advisable to consult with program advisers at the junior college before registering for professional courses. The Deans and counselors are available to assist students in planning transfer programs to meet particular college requirements.

The following programs of study are planned as guides for the student who is planning to transfer to a senior college. For students working toward a degree, substitutions of courses in the program may be made upon the recommendation of the counselor or adviser and with the approval of the Dean. Students who are seeking the Associate degree will be required to meet the requirements outlined in this bulletin-handbook.

The Associate in Arts or Associate in Science Degree should enable the student to transfer to a senior college with junior standing and with all general education requirements fulfilled. However, the senior college may require that the student take certain lower division courses which are prerequisites in his major field.

A student who transfers to a senior college without attaining an A.A. or A.S. degree, transfer only individual courses. The senior college may require that he fulfill certain general education courses of that senior college.



BIOLOGICAL SCIENCES

Associate in Science Degree

This program is designed for students who plan to transfer and major in biology, botany, zoology, or more specialized branches of biological science such as entomology, fisheries management, or wildlife management.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
Math 111-112	10
Biology 101-102-103	15
History 101-102 or 201-202	10
PE	3
	48

SOPHOMORE YEAR	Qr. Hrs.
Chemistry 101-102-103	15
English 251 or 261	5
Social Science	10
Biology elective	5
Electives	13
	48

BUSINESS ADMINISTRATION

Associate in Science Degree

This program is designed for students who plan to transfer and major in either a specialized or general business administration curriculum.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
1 Math 111 and other Math	10
2 History 201-202	10
Biology 101 & 102 or 103 or CH 101 & 102	10
PE	3
Business Electives	5
	48

SOPHOMORE YEAR	Qr. Hrs.
EH 251 or 261	5
Business 201-202	10
Economics 201-202	10
Psychology 201 or Soc. 201	5
Speech, Music, or Art	6
Business 101 or Political Science 211	5
Business Electives	5
General Electives	2
	48

1. Some four-year colleges require mathematics through the first course in calculus.
2. Some four-year colleges require only 5 hours in history and 5 hours in literature.
3. Business 101 not open to students having one year high school credit in typewriting.

EDUCATION (ELEMENTARY)

Associate in Science Degree

This program is designed for students who plan to transfer and major in elementary education, special education, media service, or school librarianship. ⁂

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
Biology 101-102 or 103	10
History 101-102 or 201-202	10
Speech	5
Math	5
PE	3
Electives	5
	48

SOPHOMORE YEAR	Qr. Hrs.
English 251-252 or 261-262	10
Science	10
Math 281	5
Geography	5
Psychology 201	5
Anthropology Economics or Sociology	5
Music 108	5
Electives	3
	48

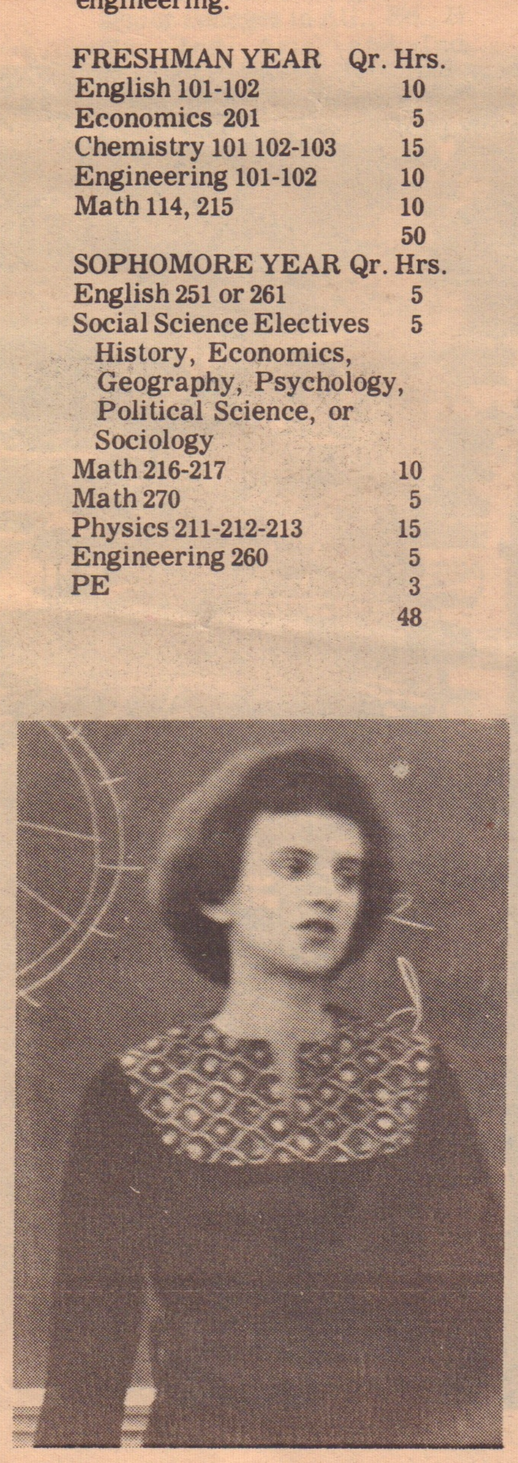
⁂ A minimum ACT score of 16 is required for admission to schools of education in Alabama.

PRE-ENGINEERING

This program is designed for students who plan to transfer and major in engineering.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
Economics 201	5
Chemistry 101 102-103	15
Engineering 101-102	10
Math 114, 215	10
	50

SOPHOMORE YEAR	Qr. Hrs.
English 251 or 261	5
Social Science Electives History, Economics, Geography, Psychology, Political Science, or Sociology	5
Math 216-217	10
Math 270	5
Physics 211-212-213	15
Engineering 260	5
PE	3
	48



EDUCATION (SECONDARY)

Associate in Science Degree

This program is designed for students who plan to transfer and major in secondary education. ⁂

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
Biology 101-102 or 103	10
History 101-102 or 201-202	10
Speech	5
Math	5
PE	3
2 Electives	5
	48

SOPHOMORE YEAR	Qr. Hrs.
3 English 261-262	10
Science	10
1 Anthropology, Economics History, Political Science, or Sociology	10
Psychology 201	5
Music or Art	3
Electives	10
	48

1. Students should take no more than two courses in any of the listed areas.
2. Electives should be taken in major field of study if possible.
3. Students transferring to some four-year colleges may take English 251-252.

⁂ A minimum ACT score of 16 is required for admission to schools of education in Alabama.

HEALTH, PHYSICAL EDUCATION, AND RECREATION

Associate in Science Degree

This program is designed for students who plan to transfer and major in any of the various areas of health, physical education, and recreation.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
Biology 101-102-103	15
History 101-102 or 201-202	10
Music or Art	3
Math 101	5
PE 270	3
PE (Active)	3
	49

SOPHOMORE YEAR	Qr. Hrs.
Psychology 201	5
English 251-252 or 261-262	10
Biology 201	5
Speech	5
Anthropology, Economics History, Political Science, Sociology or Psychology	5
PE (Active)	3
PE 271	3
Electives	11
	47

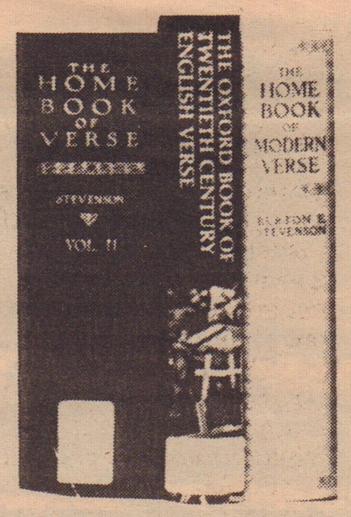
HOME ECONOMICS

Associate in Science Degree

This program is designed for students who plan to transfer and major in either a specialized or general home economics curriculum.

FRESHMAN YEAR	Qr. Hrs.
Library Science 100	1
Psychology 201	5
English 101-102	10
History 101-102 or 201-202	10
Math	5
Biology 101-102	10
Art	3
PE	3
Electives	1
	48

SOPHOMORE YEAR	Qr. Hrs.
Psychology 221	5
English 251 or 261	5
Speech	5
Chemistry 101-102	10
Sociology 201	5
Economics 201 or Sociology 211	5
Electives	13
	48



PRE-LAW

Associate in Arts Degree

This program is designed for students who plan to transfer and major in pre-law.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
History 101-102 or 201-202	10
Biology 101-102 or Chemistry 101-102	10
Math 101-111 or 111-112	10
Speech	5
PE	3
	48

SOPHOMORE YEAR	Qr. Hrs.
English 261-262	10
Political Science 211-221	10
Business 201-202	10
Economics 201-202	10
Psychology 201	5
Electives	3
	48

LIBERAL ARTS OR GENERAL

Associate in Arts Degree

This program is designed for students who plan to transfer and major in general or liberal arts courses. The student should select as early as possible the college where he plans to complete the last two years of work for the bachelor's degree. Most students who have not decided on academic majors should choose to follow this program.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
[1] History 101-102 or 201-202	10
Mathematics - [2] Lab Science	20
PE	3
Electives	6
	49

SOPHOMORE YEAR	Qr. Hrs.
Psychology 201	5
English 261-262	10
Political Science, Sociology, Geography Psychology, or Economics	10
Art, Music, or Speech	6
Electives	16
	47

1. Students majoring in Social Studies will take History 201-202.
2. The student is advised that if he plans to transfer to an institution requiring 8 semester hours of biology, he will need to take all three of the biology courses listed above in order to satisfy this requirement.

MATHEMATICS

Associate in Science Degree

This program is designed for students who plan to transfer and major in mathematics.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
Math 111-112-114 or 215 & Electives	15
History 101-102 or 201-202	10
Chemistry 101-102	10
PE	3
	48

SOPHOMORE YEAR	Qr. Hrs.
English 251-252 or 261-262	10
Chemistry 103	5
Math 215-216-217 or 216-217	10-15
Social Science	10
Electives	8-13
	48

1. Mathematics sequence taken by the student will depend on his high school background.

MEDICAL TECHNOLOGY

Associate in Science Degree

This program is designed for students who plan to transfer and follow a career in laboratory or medical technology.

FRESHMAN YEAR	Qr. Hrs.
Math 101-111 or 111-112	10
Chemistry 101-102-103	15
English 101-102 and 251 or 261	15
Psychology 201	5
PE	3
	48

SOPHOMORE YEAR	Qr. Hrs.
Biology 101-102-103	15
History 101-102 or 201-202	10
Science Electives	5
Electives	18
	48

MUSIC

Associate in Science Degree

This program is designed for students who plan to transfer and major in music and music education.[1]

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
History 101-102 or 201-202	10
Science and-or Math	15
* MU 108	5
Applied Music	4
Speech 101	5
	49

SOPHOMORE YEAR	Qr. Hrs.
English 251-252 or 261-262	10
Psychology 201	5
Sociology 201	5
Music Theory 111, 112-113	15
Applied Music	4
Music Lit. 109	5
PE	3
	47

1. Students majoring in music education must have MH 111 or above to meet requirements at some senior institutions.
* Required only for students with insufficient background for MU 111.

PRE-PROFESSIONAL SCIENCE [1]

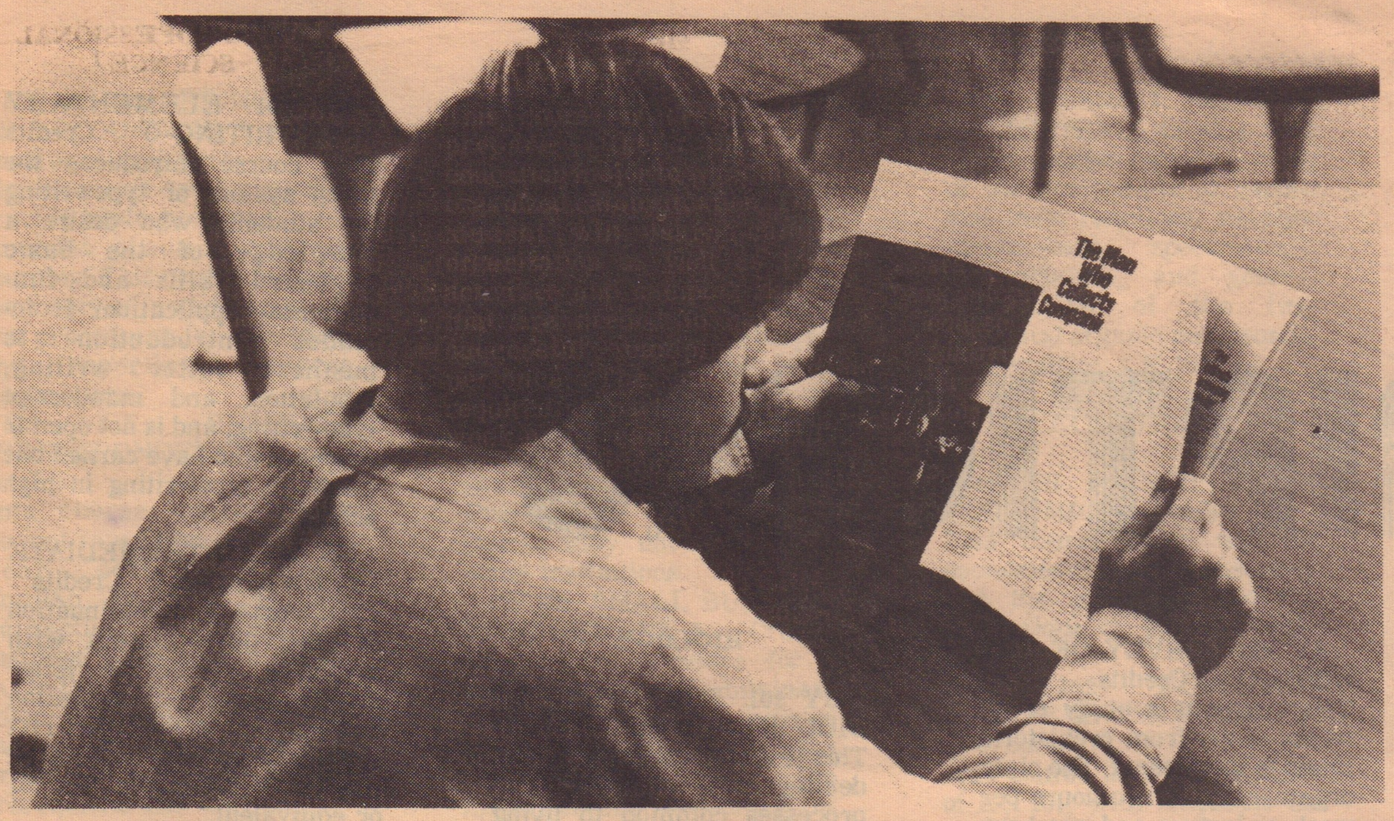
PRE-DENTISTRY, PRE-MEDICINE, PRE-PHARMACY, PRE-VETERINARY

Associate in Science Degree

FRESHMAN YEAR	Qr. Hrs.
Math 111-112	10
English 101-102 and 251 or 261	15
Chemistry 101-102-103	15
Sociology, Psychology, or Speech	5
PE	3
	48

SOPHOMORE YEAR	Qr. Hrs.
Biology 101-102-103	15
Math 114-215	10
History 101-102 or 201-202	10
Electives	13
	48

1. All students in the Pre-Professional program should be careful to correlate their courses at Shelton State with the requirements at the specific four year institution to which they plan to transfer.



SECRETARIAL SCIENCE DEGREE

Associate in Science Degree

This program is designed for students who plan to transfer and major in business education or some phase of secretarial science.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
Math	5
[1] Business 102-103	10
[2] Business 111-112-113	15
PE	3
Electives	5
	48

SOPHOMORE YEAR	Qr. Hrs.
English 251 or 261	5
Economics 201	5
Business 201-202	10
Science	10
Speech, Music, Art, or [3] Economics 202	5
History 101-102 or 201-202	10
Electives	3
	48

1. Students without one high school unit in typewriting are required to take Business 101.
2. Students are required to take Business 099 if shorthand credit was not earned in high school.
3. Some four-year institutions require both Economics 201 and 202.

PRE-NURSING

Associate in Science Degree

This program is designed for students who plan to transfer and follow a career in clinical nursing. Students should seek academic advising through transfer institutions at the earliest possible date.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
Biology 101-201-202	15
Sociology 201	5
Math 101 or 111	5
PE 231	3
AN 102	5
SH 101	5
	48

SOPHOMORE YEAR	Qr. Hrs.
Chemistry 101-102-103	15
Psychology 201	5
History 201-202	10
Social Science (Sy 221, PY 241, or PY 231)	10
Electives	8
	48

OCCUPATIONAL EDUCATION PROGRAMS

Occupational programs are career development programs especially designed for students who wish to prepare for careers through short intensive programs and at the same time enjoy the rewards of some college general education courses.

A student may begin an occupational program any quarter and, upon completion of requirements, may receive the Associate in Applied Science Degree or a Certificate.

It is possible for one to change his objective, either to a career education program, or from a career education program to a transfer program. The student is cautioned that certain courses in career education programs may not transfer to senior institutions.

SECRETARIAL SCIENCE

Associate in Applied Science Degree

This program is designed for students who plan to enter secretarial work after two years of college.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
Business 121	5
[1] Business 102-103	10
[2] Business 099, 111, 112	15
Business 098	5IC
	45

SOPHOMORE YEAR	Qr. Hrs.
Speech 101	5
Business 113	5
Business 201	5
Business 221	5
Business 131	5
Business 215	5
Business 261	5
Psychology 201 or 221	5
Math 101	5
Electives	6
	51

1. Business 101 is required if students have not had one year of typewriting in high school.
2. Credit may not be earned in Business 099 if shorthand credit has been received in high school.

In order for students to receive an Associate in Applied Science Secretarial Degree, they must earn at least a grade of "C" in the following courses: BS 102, 103, 111, 112, and 131.

GENERAL BUSINESS

Associate in Applied Science Degree

This program is designed for students who plan to enter general business occupations after two years of college.

FRESHMAN YEAR	Qr. Hrs
English 101-102	10
Business 121	5
[1] Business 102-103	10
Math 101	5
Business 201-202	10
Psychology 201 or 221	5
Electives	3
	48

SOPHOMORE YEAR	Qr. Hrs.
Economics 201-202	10
Business 215	5
Business 131	5
Business 261	5
Speech	5
Electives	18
	48

1. Business 101 is required if students have not had one year of typewriting in high school.

MANAGEMENT AND SUPERVISION

Associate in Applied Science Degree

This program is designed for those individuals who desire to develop managerial competency to be used in business and industry.

FRESHMAN YEAR	Qr. Hrs.
English 101-102	10
Business 121	5
Math	5
Business 180	5
Psychology 201	5
Business 235	5
Business 281	5
BS 101, 102, 131, 132 or approved electives	6
	46

SOPHOMORE YEAR	Qr. Hrs.
Speech 101	5
Economics 201	5
Business 201	5
Business 215	5
Business 261	5
Business 282	5
Business 285	5
Business 101, 102, 131, 132 or approved electives	10
Business 291, or 292	5
	50

MEDICAL CAREER EDUCATION DEGREE

(Regional Technical Institute)

Contact the Dean of Instruction for information regarding the following Medical Career Education Degree programs offered in conjunction with the Regional Technical Institute:

Emergency Medical Technician
Physical Therapist Assistant
Occupational Therapist Assistant
Respiratory Therapy
Medical Laboratory Technician
Radiologic Technology
Medical Assistant
Optometric Technician
Electroencephalographic Technician
Biomedical Equipment Technician
Dietetic Technician
Health-Data Processing Technician
Medical Records Technician
Respiratory Technician

Students must complete 15 quarter hours of academic work at Shelton State Community College, Junior College Division prior to making application to the Regional Technical Institute. An Associate in Applied Science Degree requires 48 total hours at Shelton State Community College, Junior College Division and the prescribed program at the Regional Technical Institute, Birmingham, Alabama. The student must maintain an average of "C" or better.

MENTAL HEALTH TECHNOLOGY

Associate in Applied Science Degree

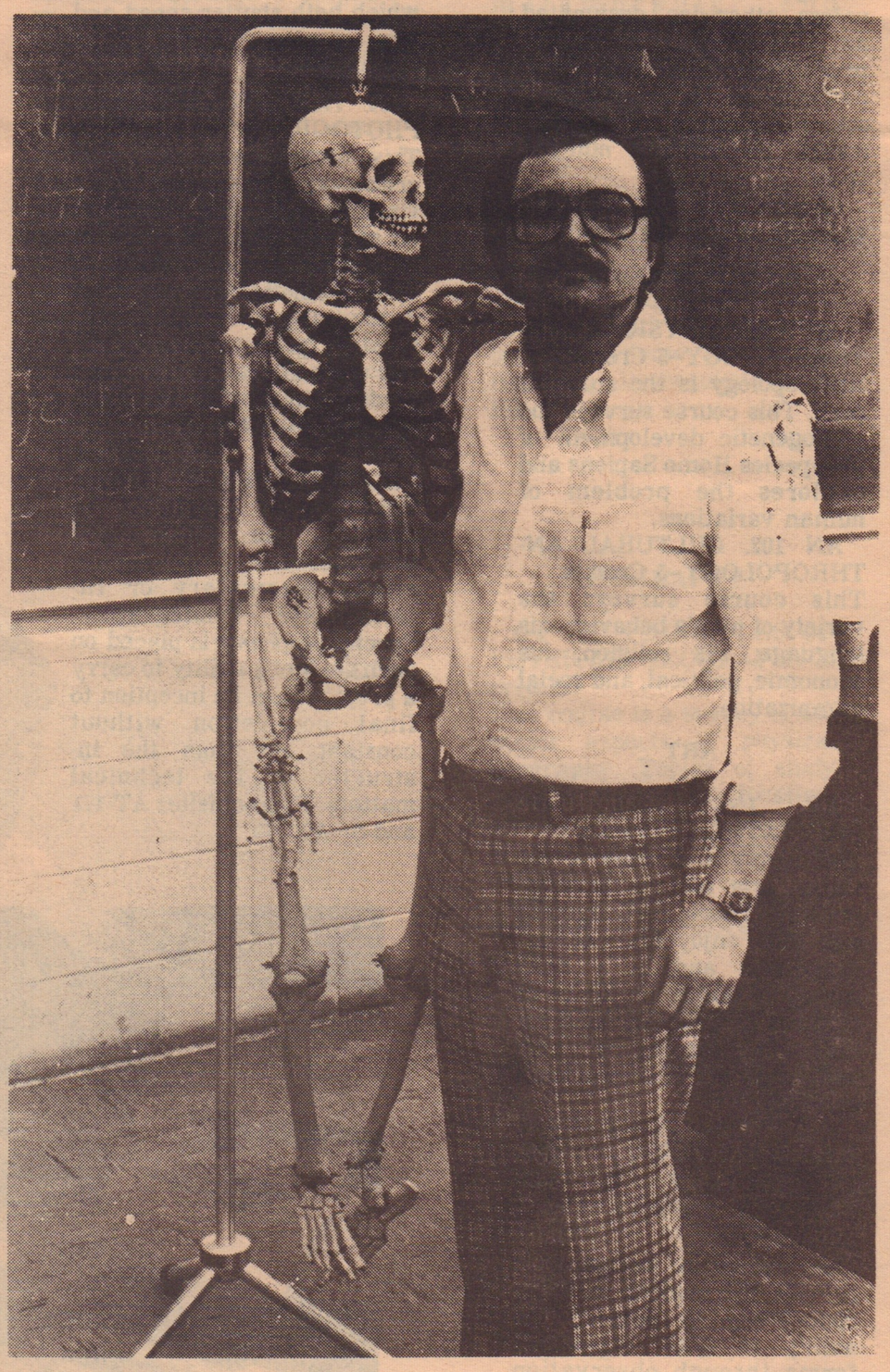
This program trains mental health workers to serve clients experiencing emotional, behavorial, and situational difficulties.

This training program consists of general education courses and mental health technology courses. The mental health technology courses emphasize the acquisition of knowledge necessary to understand people and the acquisition of skills essential in working with people in a helping capacity. Emphasis is placed on developing the self so that better services to others may be developed.

In the course of training, students are provided supervised clinical experience in mental health and other human service agencies.

FRESHMAN YEAR	Qr. Hrs.
English 101-102 or Business 215 or Speech 101	10
Psychology 201	5
PE 231	3
MHT 101	5
Psychology 241	5
MHT 102 or 103	5
Sociology 201	5
MHT 202 or 203	5
MHT 210-211-212	3
Approved Electives	5
	51

SOPHOMORE YEAR	Qr. Hrs.
MHT 104	5
MHT 105	5
MHT 213	1
MHT 201	5
MHT 204-205	10
MHT 220 or MHT 209	5
Approved Electives	15
	46



COURSE DESCRIPTIONS

The following are the official Bulletin-Handbook designation used by Shelton State Community College:

AN--Anthropology
AT--Art
BY--Biology
BS--Business
CH--Chemistry
EC--Economics
EG--Engineering
EH--English
GE--Geology
GY--Geography
PE--Health, Physical Education and Recreation
HY--History
LE--Police Science
LS--Library Science
MH--Mathematics
MHT--Mental Health Technology
MU--Music
PH--Physics
PS--Political Science
PY--Psychology
SY--Sociology
SH--Speech

A student should attempt to schedule courses according to the year indicated by the programs of study.

All 100 or 200 courses are college transfer courses unless otherwise designated as a technical or semi-professional occupational course, or a community service course. Developmental courses are number 90-99.

Courses with fewer than ten students may be dropped.

ANTHROPOLOGY

AN 101. PHYSICAL ANTHROPOLOGY--5 Credits
Anthropology is the study of man. This course surveys the phylogenetic development of the species Homo Sapiens and explores the problem of human variations.

AN 102. CULTURAL ANTHROPOLOGY--5 Credits
This course surveys the variety of man's behavior--his language, his religion, his economic, political, and social organization.

ART

AT 100. ART APPRECIATION--3 Credits
The course is a study of the visual arts for the development of criteria for judgment and the enjoyment of art expression and is a brief survey of major art styles of cultures as a background for the understanding of contemporary art. It is open to all students.

AT 111-112-113. ELEMENTARY, INTERMEDIATE, & ADVANCED DRAWING--3 Credits each
This course is designed to provide the student with the opportunity to develop the ability to draw expressive forms through observation and practice using a variety of media. This course is open to all students.

AT 131-132-133. CERAMICS--3 Credits each
These courses deal with the mechanics of building in clay. Demonstrations and methods for slab, coil, and thrown pots will be provided. Students will glaze and fire their wares.

AT 141-142-143. CRAFTS I, II, and III.--Credits each
These courses are designed to offer a flexible framework for the exploration of a variety of materials and processes appropriate for original art expression. Each course explores creating in a medium such as: Macrame, batik, leading glass, weaving, or mosaic. These courses are open to all students.

AT 171. ELEMENTARY PHOTOGRAPHY--3 Credits
This course is an introduction to photography. The student will learn the correct steps in picture-taking and experience the darkroom procedure. Each student will develop his own film and learn how to make flawless and expressive prints. Emphasis is placed on technical aspects with some development of each student's aesthetic and visual capabilities. A camera, on which both shutter speed and lens opening can be set, is required.

AT 172. INTERMEDIATE PHOTOGRAPHY--3 Credits
This course deals with the creative potential in visualization with emphasis on photography. The student is expected to concentrate on valie aesthetic concepts while delivering technically, flawless prints. This course will expand the photographic medium into other concepts. Prerequisite: AT 171.

AT 173. ADVANCED PHOTOGRAPHY--3 Credits
This course continues to develop the skills and proficiencies acquired in either Elementary or Intermediate Photography. Special emphasis is placed on each student's ability to carry a project from its inception to final completion without constant aid from the instructor on the technical matters. Prerequisite: AT 171 and-or AT 172.

AT 200. SURVEY OF ART HISTORY--5 Credits
This course is a study of all forms of art from prehistoric times to the present. The class organization is two hours per week or lecture and one hour per week of seminar.

AT 231. BEGINNING PAINTING--3 Credits
This course is an introduction to the basic painting media and is a familiarization with different creative processes to achieve meaningful two-dimensional design.

AT 232. INTERMEDIATE PAINTING--3 Credits
This course is a continuation of problems begun in AT 231 and is directed toward the further development of the individual student's competence in painting media and creative involvement in problems of personal expression and design. Prerequisite: AT 231.

AT 233. ADVANCED PAINTING--3 Credits
This course emphasizes the student's self-expression and capacity for creative, independent thought while continuing to develop proficiency in painting media. Prerequisite AT 232.

AT 281. ELEMENTARY SCHOOL ART--5 Credits
These courses cover the techniques of teaching art to children in elementary grades. They encompass training in the utilization of a wide variety of media which are readily available to any elementary school teacher. Included are activities that are desirable for creative art activity in elementary grades. The understanding of the role of the teacher as a creative individual is stressed. Contemporary research findings in creativity with teacher application are reviewed.

AT 271. INTRODUCTION TO STUDIO ART--5 Credits
This introduction to studio media acquaints the beginning with basic art fundamentals. This course deals with principles of technique and design ranging from painting to sculpture.

BIOLOGY

BY 101. PRINCIPLES OF BIOLOGY--5 Credits
This is an introductory course dealing with structure and processes common to living organisms. Special emphasis is placed on DNA, cell structure and function, mitosis, meiosis, embryological development, genetics, and energy metabolism. A survey of human systems is included. This course together with BY 102 and BY 103 will give the student a standard academic course in biology.

BY 102. GENERAL ZOOLOGY--5 Credits
General Zoology is a survey of the major animal groups including their structure, chemistry, reproduction, classification, and environmental relationship. Prerequisite: BY 101.

BY 103. GENERAL BOTANY--5 Credits
General Botany is a study of the nature and development of plants, including physiology, anatomy, life cycles, and inheritance. Prerequisite: BY 101.

BY 201. HUMAN ANATOMY AND PHYSIOLOGY I--5 Credits
Human Anatomy and Physiology is an in-depth study of the structure and function of the skeletal, muscular, and nervous systems which comprise the human body.

BY 202. HUMAN ANATOMY AND PHYSIOLOGY II--5 Credits
This course is a continuation of the study of structure and function of the human body. The circulatory, digestive, excretory, respiratory and reproductive systems are studied. Prerequisite: BY 101 and 201.

BUSINESS

BS 098 BASIC ACCOUNTING PROCEDURES--5 Institutional Credits
This course is designed for students in terminal degree programs. It provides for a study of bookkeeping procedures and elementary accounting principles. (This course does not carry transfer credit and will not substitute for BS 201, Principles of Accounting I.)

BS 099. BASIC SHORTHAND--5 Institutional Credits
This course is designed for those students who have had no previous shorthand. It includes the study of theory, beginning dictation, and the development of transcription skills. The Diamond Jubilee Series of Gregg Shorthand is used.

BS 101. ELEMENTARY TYPEWRITING--5 Credits
This course introduces the touch system of typewriting for students who desire a knowledge of the basic keyboard skills and fundamental application. It includes introduction to business letter writing, tabulation, and manuscript typewriting, and is not open to students who have earned one credit in typewriting in high school.

BS 102. INTERMEDIATE TYPEWRITING--5 Credits
This course is a continuation of skill development with emphasis placed on letter styles, special communication forms, manuscript typewriting, and tabulated reports. Prerequisite: BS 101 or equivalent.

BS 103. ADVANCED TYPEWRITING--5 Credits
This course places emphasis on application of skills in an office environment. Special attention is given to business forms and government, accounting, and legal typewriting. Prerequisite: BS 102.

BS 111. ELEMENTARY SHORTHAND--5 Credits
This course provides for a review of the theory of Gregg Shorthand, Diamond Jubilee Series, with emphasis on speed dictation and transcription. Prerequisite: BS 099 or equivalent.

BS 112. INTERMEDIATE SHORTHAND--5 Credits
This course provides for a continuation of Gregg Shorthand, Diamond Jubilee Series, with emphasis on speed dictation and transcription of mailable letters. Prerequisite: BS 111.

BS 113. ADVANCED SHORTHAND--5 Credits
This course is a continuation of BS 112 for increased speed and accuracy. Prerequisite: BS 112.

BS 121. INTRODUCTION TO BUSINESS--5 Credits
This course presents business as a complex of interrelated systems. The course covers such topics as the background, planning, development, operation, and communications of American business and the business system of society.

BS 131. OFFICE MACHINES--5 Credits
This course is designed to acquaint the student with the use and operation of various business machines: ten-key adding, printing calculators, and electronic calculators.

BS132. DATA PROCESSING KEY-PUNCH TRAINING--3 Credits
This course teaches the function, operation and programming of the Univac 1701 and 1710 Verifying, Interpreting, Keypunch machine, the IBM Model 26 Printing Card Punch, and the IBM Modern 26 Printing Card Punch, and the IBM Card Sorting Machine. Laboratory work outside of class is required in this course.

BS 180. PRINCIPLES OF MANAGEMENT--5 Credits
This course provides for a basic study of the principles of management, planning, organizing, actuating, and controlling. It stresses the principles and practices that are applicable to many varied activities, such as production, personnel, marketing, finance, government, and agriculture. (This course may not transfer to some institutions.)